



Learning with Purpose

450 University Crossing
220 Pawtucket Street
Lowell, MA 01854-5148
tel: 978-934-2355
fax: 978-934-3073
email: career\_services@uml.edu
website: career.uml.edu/co-op

Career Services & Cooperative Education Center

Professional Cooperative Education Program
Student Agreement & Participation Form

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_
Department: \_\_\_\_\_ Major: \_\_\_\_\_ Minor: \_\_\_\_\_ GPA: \_\_\_\_\_
Student Status: FR SOPH JUNIOR SENIOR
Projected Date of Graduation: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Co-op Program Services

Being a member of UMass Lowell's Professional Cooperative Education Program requires a serious academic commitment and a high level of responsibility. With these expectations comes our commitment to assist you in preparing for appropriate co-op employment and in achieving on the job success.

We provide the following services to students who are participating in the Professional Co-op Program:

- On-going and individualized guidance and assistance
An opportunity to learn about co-op employment at specially hosted networking event(s) for co-op students and/or access to regional employer information
Exclusive access to all co-op positions listed on the Career Services & Cooperative Education Center's database and direct referral to employers
Regular communication with co-op team during the employment period to ensure that student and employer's expectations are being met
Co-op work experience listed on student's academic transcript

Student Expectations and Responsibilities

Program requirements:

- Enroll in a credited preparatory Professional Development Seminar prior to going on a co-op work experience
Enroll in a credited Co-op Assessment course following a co-op work experience
Formally register for co-op work experience
Make certain there are no advising or financial holds on student's record (active "holds" will prevent registration)
Complete all the academic co-op work experience requirements and post-co-op academic coursework
Agree to follow all co-op program policies and guidelines as outlined in the UML Co-op Student Handbook and as communicated by your co-op advisor.
Agree to pay the co-op fees while on a co-op work experience according to UML's fee schedule
Agree to use UML email account as the primary method for communication with the Cooperative Education Center and co-op employers
International students who possess an F-1 Visa agree to complete all mandatory paperwork with the International Students & Scholars Office prior to going on a co-op work experience



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Employment process:

- 10. Apply actively to job postings until securing employment
- 11. Respond to any form of communication from a co-op employer within 24 hours
- 12. Notify the co-op advisor of interview requests and appointments
- 13. Immediately notify the co-op advisor upon receiving an offer (verbal/written) of co-op employment
- 14. Promptly notify the co-op employer within 3 business days if she/he intends to accept or decline an offer of co-op employment, unless the employer indicates an alternate time schedule
- 15. Only complete employer procedures or paperwork if there is an intention to accept the position offered
- 16. Withdraw from the job-seeking process after accepting an offer, and notify other employers with whom interviews/offers may be pending of acceptance of another offer
- 17. Report the professional co-op hire in the Career Services & Cooperative Education Center's database

While on a co-op work experience:

- 18. Conduct himself/herself in an ethical and professional manner
- 19. Agree to check UML email account regularly for important notices from the Career Services & Cooperative Education Center and University
- 20. Acknowledge and understand that any credited course taken while on a co-op work experience must be scheduled outside of regular working hours
- 21. Acknowledge and understand that the University has the right to remove a student from a co-op work experience due to student performance or conduct. Further understand that the co-op employer has the right to terminate a student's employment due to performance or conduct.

***I agree to the terms listed above in order to participate in the Professional Cooperative Education Program at UMass Lowell. I understand that my participation in the program is contingent upon adhering to the program policies and procedures. By signing below, I agree to the policies and procedures of the program and understand that failure to do so may jeopardize my status in the program.***

***I authorize the Career Services & Cooperative Education Center to forward my resume and other job search credentials to potential employers, as well as to speak with the potential employers about my candidacy. If I am offered and accept a co-op work experience, I authorize Career Services & Cooperative Education to discuss my job performance, dates of employment, and all other matters related to my co-op work experience with the employer.***

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Optional Signature:*

*The work of students in the Professional Co-op Program is often highlighted in UMass Lowell publications; online, in print, and video. Please sign below if you will allow your picture and/or information about your participation in the program to be featured in articles or other forms of media.*

**Signature:** \_\_\_\_\_

**Date :** \_\_\_\_\_